



PRESTIGE
BULLETIN

ACCESS TO INFORMATION MANUAL (PRIVATE BODY)

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000**

DATE OF COMPILATION: 01/10/2021

DATE OF REVISION: 01/10/2021

1. Purpose of the Manual in terms of PAIA

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from PRESTIGE BULLETIN (PTY) LTD

2. Request for access to information

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact ERIKA VAN DER WESTHUIZEN. In terms of section 25(2) states that:

(2) If the request for access is granted, the notice in terms of subsection (1)(b) must state—

- (a) **the access** fee (if any) to be paid upon access;
- (b) the form in which access will be given; and
- (c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access 15 granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(3) If the request for access is refused, the notice in terms of subsection (1)(b) must—

- (a) state adequate reasons for the refusal, including the provisions of this Act relied upon;
- (b) exclude, from such reasons, any reference to the content of the record; and
- (c) state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

3. Background of Prestige Bulletin (Pty) Ltd

Prestige Bulletin has been in business since 1989. We provide financial and business expertise through a weekly newsletter and a monthly bulletin to a discerning group of subscribers. Our publications are available on a subscription basis only.

Our information is based purely on research and proven expertise. We don't accept any remuneration or commission for the information we provide. Our market forecasters have a remarkably accurate record, and

we continually assist our subscribers to make massive profits on the financial markets, during both rising and falling markets.

Our panel of leading experts consists of chartered accountants, tax consultants, business strategists, market forecasters, investment analysts and legal experts.

4. Company Details

Prestige Bulletin (PTY) LTD
1003 Rabie Road
Eldoraigue Ext1
Centurion
0157

Private Bag X117
Centurion
0046

Tel: (012) 660 -2282
E-mail: sainfo@saconsult.co.za
Website: www.prestigebulletin.co.za

Directors:
M.R Labuschagne
C Cooper

5. Details of the information officer

Name:	Erika van der Westhuizen
Tel:	(012) 660-2282
Email:	sainfo@saconsult.co.za

6. Section 51(1) (d)

Records (as amended) that are available in terms of other legislation are as follows:

- Electronic Communications and Transactions Act 25 of 2002
- Income Tax Act 58 of 1962

- Prevention of Organized Crime Act 121 of 1998

7. Section 51(1) (e)

The following records may be requested:

- Accounting records
- Personnel Records
- Sales and Marketing
- Statutory Company records
- Client Databases
- Internal Phone lists
- Policies & Procedures
- Minutes of Meetings
- Administrative information

8. Requesting Procedure

A person who wants access to the records must complete the necessary request form, available from the information officer, and the completed form must be sent to sainfo@saconsult.co.za and marked for the attention of the information officer.

The requester must indicate which form of access is required and identify the right that is sought to be exercised or protected and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information should be attached.

9. Availability of the Manual

This manual is available on our website and for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices. Copies of the manual may be made available subject to the prescribed fees.

10. Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee:

- A fee will be required by the information officer before further processing of the request in terms of S54 of the Act

- A requester fee of R50 should be paid, this amount will be refunded should the request for access be refused
- A portion of the access fee (not more than one-third) may be required before the request is considered
- The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act
- The head may withhold a record until the requester has paid the applicable fees

11. Details of the South African Human Rights Commission

Any queries with regard to this manual should be directed to:

**The South African Human Rights Commission;
PAIA Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041**

Phone: 011 484 8300

Fax: 011 484 0582

Email: PAIA@sahrc.org.za

Website: www.sahrc.org.za